

***City of Bedford Civil Service Commission
Police Officer Entrance Examination
Fingerprint Form***

*Printed
Name:*

Last Name

First Name

Middle Initial

Address:

Signature:

***Application for position of City of Bedford Police Entrance Examination Civil Service
Commission use only - Do not mark below this line***

Right Thumbprint

Application

Written Examination

Witnessed by:

Witnessed by:

City of Bedford
Civil Service Commission
Police Officer Entrance Examination

This Application must be completed with pen or typewriter.

Printed
Name:

Last Name

First Name

Middle Initial

Address:

Phone No: ()

Below list three additional phone numbers in which the City can contact you if not available at the number listed above. This may include cell number, pager number or the number of a relative or friend that would know how to contact you. The applicant is responsible for notifying the City of Bedford Civil Service Commission of any changes in regards to address, phone numbers, etc. The Civil Commission reserves the right to remove a candidate for non-compliance of current address and or phone numbers.

Area Code

Home Number

Name

Area Code

Cell Number

Name

Area Code

Other Number

Name

E-mail address:

Please check the following that apply to you. Maximum number of points added to candidates passing score of 70% will be 14:

_____ **10 points - Ohio Peace Officer Training Certification-** A valid Ohio Peace Officers Training Academy certification (582 hours or candidates who need to take the Ohio Peace Officers Training Commission Certified Basic Peace Officer Refresher).

_____ **7 points - Military** -Seven points will be added for those candidates with a DTE 224 form with an honorable discharge and a re-entry eligibility code that reflects this status. The following US Army re-entry eligibility codes **will not** be acceptable for additional points; however, not limited to: RE:-4R, most RE-3's, and some RE-2's.

_____ **4 points - Residency** - for a candidate living within the City of Bedford at least 6-months prior to the written exam date.

_____ **Total Points added to candidates passing score of 70%.**

****NOTE: In order to determine eligibility for additional points, the above papers must be presented at the time of filing this application. ****

Ohio Driver's License Number: _____

Are you a citizen of the United States? _____ yes _____ no

Before signing this application, read over your answers to each question to determine that accuracy and completeness of your response. This application must be notarized prior to filing it with the Civil Service Commission.

"My signature will signify that I will have reached the age of twenty-one (21) by the filing deadline of January 28, 2011 at 5:00 p.m. I swear / affirm that all statements made by me are true, complete and correct to the best of my knowledge. I am aware that any false statement made by me will be sufficient cause for excluding me from participating in the examination and or removing my name from any eligibility list established by the Civil Service Commission. I also understand the Civil Service Commission reserves the right to remove my name from the list if I fail to notify the Commission of any changes in regards to address, phone numbers or other contact information.

Date

Applicant's Signature

SWORN TO AND SUBSCRIBED BEFORE, A NOTARY PUBLIC, THIS _____ DAY OF _____, 2010.

Notary Signature

Notary Address

***Details for Candidates taking the
City of Bedford
Police Officer Entrance Examination***

*All applicants must pass a physical agility test prior to filing an application to take the written examination. The cost of this physical agility test is \$60.00 per candidate. *See attached handout from Cuyahoga Community College (Fit Force CCC) which includes a registration form, and instructions for this physical agility test.*

Applicants who have previously taken the CCC physical agility test dating back to January 15th, 2010, and present a valid certificate of passing before the filing deadline (January 28th, 2011) at 5:00 p.m., will be accepted by the Bedford Civil Service Commission.

The City of Bedford Civil Service Commission will be administering the written Police Officer entrance exam on Saturday, February 5th, 2011 at 9:00 a.m. (registration will start at 8:00 a.m.) at Catered Elegance, 1160 Broadway Avenue, Bedford, Ohio 44146. Applications may be picked up at Bedford City Hall Finance Department, 165 Center Road, Monday October 11th, 2010 through Friday, January 28th, 2011 between the hours of 8:00 a.m. – 5:00 p.m.

A \$40.00 non refundable fee is required for each applicant taking the examination. No personal checks will be accepted.

The tie breaker between candidates will be the fastest time running the 1½ mile physical agility test. The deadline for returning a completed application is Friday, January 28th, 2011 at 5:00 p.m. The applicant must return the completed application in person. The applicant must bring a valid drivers license at the time of filing. Candidates will be fingerprinted at the time of filing the application. Applications will be limited to the first 240 candidates pursuant to fire code regulations.

Additional Points:

The maximum number of points added to a candidates passing score of 70% is 14 points.

The Bedford Civil Service Commission will be adding points to the applicants passing written exam score, passing grade is 70%. Points will be added for the following areas:

- ***10 points*** - A valid Ohio Peace Officer Training Academy certificate- (582 hours candidates who need only to take the Ohio Peace Officer Training Commission Certified Basic Peace Officer Refresher).
- ***4 points*** - Residency- A candidate living within the City of Bedford at least 6-months prior to the exam date (February 5th, 2011)
- ***7 points*** - Military Points – Those candidates with a DTE 224 form with an honorable discharge and a Reentry Eligibility Code (RE) on this form that reflects this status. The following US army reentry eligibility codes will not be acceptable for additional points; however, not limited to: RE-4, RE-4R, most RE-3's, and some RE-2's.

All applicants must provide copies of the above transcripts, certificates, and proof of residency when filing the application.

The applicant must be 21 years of age by the date of the written examination, and must posses a high school diploma or GED certificate. The applicant must provide a copy of their high school diploma or an official high school transcript certified by the school or a GED official certificate, as well as a copy of a valid driver's license when filing the application.

The applicant must be a citizen of the United States at the time of filing the application.

City of Bedford Civil Service Commission Employment Drug Guidelines:

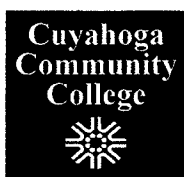
An applicant can easily determine whether he/she meets the City of Bedford's Civil Service Commission's Employment Drug Guidelines by answering the following questions:

- 1. Have you used marijuana/cannabis at all within the past three years, or have extensively used marijuana / cannabis, or use marijuana / cannabis over a substantial period of time? In making the determination about an applicant's suitability for City employment, all relevant facts, including frequency of use will be evaluated.*
- 2. Have you used any other illegal drugs (other than marijuana / cannabis, including anabolic steroids)? In making the determination about an applicant's suitability for City employment regarding any other illegal drugs, all relevant facts, including frequency of use, will be evaluated.*
- 3. Have you ever sold any illegal drug for profit?*
- 4. Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?*
- 5. Have you consumed alcohol products excessively in the past three years?*

If you answered yes to any of the above questions, you may be ineligible from being employed.

Qualified applicants will be subjected to, but not limited to; fingerprinting, a physical agility test, a written examination, a medical examination, polygraph testing, extensive background investigation, psychological examination, drug testing, and personal interview. Positive identification will be required at the time of application, and all examinations. Please bring your valid driver's license.

***The City of Bedford is an Equal Opportunity Employer
By Order of the Civil Service Commission***



Public Safety Institute
Law Enforcement Division
Police Agility Program
WESTERN CAMPUS
11000 PLEASANT VALLEY ROAD, ROOM C210, PARMA, OH 44130
PHONE: 216-987-5318

Dear Candidate,

Congratulations on your choice of a career in Law Enforcement. The Agency you are testing with has contracted with Cuyahoga Community College to provide a Standardized Police Agility Test. The Physical Agility/Fitness Test is the result of years of research and practical application. The Physical Agility Test which you will take was developed by Physical Agility professionals, validated by scientific research, and will be administered impartially and fairly at a neutral test site. The test site will be Cuyahoga Community College's Western Campus in Parma, Ohio. **We strongly recommend you consult with your personal physician before taking the agility test.**

A Registration form is enclosed with this packet. You must register and have payment in by **5:00 pm on the Wednesday before your Test Date (always on a Sunday).** Upcoming test dates: October 17th, November 21st, and December 19th of 2010. **You are solely responsible for meeting any deadlines set by the agency you are testing for at this time.** The cost for the Physical Agility Test is \$60 and it is mandatory. Please call Administrative Services at 216-987-3075 to register. You must pay at the time of registration, please give Administrative Services your Social Security Number, please record and keep safe the Student ID Number assigned to you.

You are required to report to the Recreation Center at the Western Campus in Parma (11000 Pleasant Valley Road, Parma, Ohio 44130). Please park in Parking Lot "D". We begin sign-in at 11:00 a.m. the day of the test. If you do not arrive by 12:00 p.m. the day of the test, **YOU WILL NOT BE TESTED** and there is **NO REFUND**. You **must** bring a valid Identification Card **WITH YOUR PICTURE ON IT**, or you will not be admitted into the test facility.

The Police Agility Program does not mail out confirmations. Cancellation notice must be given two (2) business days prior to the test. **NO REFUNDS** will be given after the registration cut-off date for the test and/or the test date itself. If you register for the test and do not cancel you will be billed for the test.

I wish you the best of luck. Please call if you have any questions.

Sincerely,

Ryan O'Farrell

Ryan O'Farrell
Program Coordinator
Police Agility Program
Office: 216-987-5312
Cell: 440-667-1126



Police Officer Standardized Physical Agility Test Registration Form

Please Print and
Complete All Items

☐ New Student ☐ Returning Student

Last Attended:
Month Year

| Personal Information | | | | |
|--------------------------------|---|---|----------|--------|
| SS# (required) _____ | | | | |
| Name _____ | | | | |
| Last | First | MI | Maiden | |
| Address _____ | | | | |
| Number | | Street | Apt. No. | |
| City | | State | Zip | County |
| Phone _____ | | | | |
| Area Code | | Number | | |
| E-Mail _____ | | | | |
| Sex | <input type="checkbox"/> Male | <input type="checkbox"/> Female | | |
| Ethnic Code | <input type="checkbox"/> Black | <input type="checkbox"/> American Indian or Alaskan | | |
| | <input type="checkbox"/> White (non-hispanic) | <input type="checkbox"/> Asian, Pacific Islander, Indian Subcontinent | | |
| | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other _____ | | |
| Date of Birth (required) _____ | | | | |
| U.S. Citizen | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |

| Testing Agency Information | | | |
|----------------------------|----------------------------------|-------------------------------------|-----------|
| Testing for | <input type="checkbox"/> Academy | <input type="checkbox"/> Department | |
| Department _____ | | | |
| Address _____ | | | |
| Number | | Street | |
| City | | State | Zip |
| | | County | |
| Phone _____ | | | |
| Area Code | | Number | |
| FAX _____ | | | |
| Area Code | | Number | Extension |

| Mail or FAX In Registration | |
|--|--------------------------------------|
| Payment Type | |
| <input type="checkbox"/> Bill Company, please submit letter of intent or purchase order. | |
| <input type="checkbox"/> Check Enclosed | <input type="checkbox"/> Money Order |
| <input type="checkbox"/> Master Charge | Exp. Date _____ |
| <input type="checkbox"/> Visa | Exp. Date _____ |
| <input type="checkbox"/> Discover | Exp. Date _____ |
| Account Number _____ | |
| Name on Card _____ | |
| Signature _____ | |

Registration Information:

Please make checks payable to Cuyahoga Community College.

To register over the phone, please call (216) 987-3075.

Mail registrations to Cuyahoga Community College; Unified Technologies Center, 2415 Woodland Avenue, Room 111, Cleveland, Ohio 44115.

Fax registrations to (216) 987-3101.

NOTE: If your dept. is paying, you must include either a letter of intent signed by the chief (on department letterhead), or a copy of the purchase order.

| Course Reference Number | | | | | Course Title | Start Date | Fee |
|-------------------------|--|--|--|--|-----------------------|------------|---------|
| | | | | | Physical Agility Test | | \$60.00 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Cuyahoga Community College
Public Safety Training Institute
Law Enforcement Division
Police Agility Program

Preparing for the Police Agility Test

WHAT TEST STANDARDS MUST BE MET?

The test will be given in the following sequence. There will be rest periods between each event. Each test is scored separately and you must meet the standard on each and every test. The standards are as follows:

| <u>TEST</u> | <u>STANDARD</u> |
|----------------------|-------------------------|
| Minimum push ups | 27 no time frame |
| Minimum sit ups | 31 within in a minute |
| Illinois Agility Run | 19 seconds |
| 1Rep. bench press | 78% of your body weight |
| 300 meter run | 62 seconds |
| 1.5 mile run | 16 minutes 36 seconds |

HOW TO PREPARE FOR THE TEST?

Training will be required to meet the standards. Each test has a different training routine.

**Maximum Pushup
and Sit up Tests**

To prepare for this test follow this routine.

The **first step** is to see how many pushups can be accomplished. That will become the initial training repetition dose or **ITRD**.

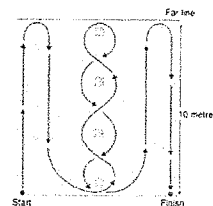
| <u>Week</u> | <u>Sets</u> | <u>Repetitions</u> | <u>Frequency</u> |
|-------------|-------------|------------------------------------|------------------|
| 1 | 1 | ITRD | 3/week |
| 2 | 2 | ITRD divided by 1/2 | 3/week |
| 3 | 3 | ITRD divided by 1/2 | 3/week |
| 4 | 3 | ITRD divided by 1/2 plus 2 | 3/week |
| 5 | 3 | ITRD divided by 1/2 plus 4 | 3/week |
| 6 | 3 | ITRD divided by 1/2 plus 6 | 3/week |
| 7 | 3 | ITRD divided by 1/2 plus 8 | 3/week |
| 8 | 3 | ITRD divided by 1/2 plus 10 | 3/week |

For each successful week keep adding 2 more repetitions per week.

If a regular push up can not be completed, at first, do the modified push up for several weeks following the same routine, then advance to the regular push up.

Illinois Agility Run To prepare for this test the participant will need to practice sprinting the distance of 40 feet around obstacles.

1. Set up a course.
 - The course should consist of three lanes.
 - The first lane is a straight sprint starting from the push-up position.
 - The second lane space four (4) obstacles (chairs, cardboard boxes etc.) 10 feet apart
 - The third lane is a straight sprint. (See diagram).



2. At least two days a week run through the course – two to four times non-stop.

1 RM Bench Press To prepare for this test the participant will need access to weights.

The **first step** is to determine the maximum weight the participant can push up one time.

The **second step** is to determine 60% of that weight. This will be a weight that can be done 8-10 REPS. Use the schedule below:

REPS = the number of times you do the exercise (number of lifts of the weight)

SETS = the number of times you do the series of reps.

| <u>Week</u> | <u>Weight</u> | <u>Sets</u> | <u>Reps</u> | <u>Frequency</u> |
|-------------|------------------------------|-------------|-------------|------------------|
| 1 | 60% of 1RM | 1 | 8-10 | 3/week |
| 2 | 60% of 1RM | 2 | 8-10 | 3/week |
| 3 | 60% of 1RM | 3 | 8-10 | 3/week |
| 4 | 60% of 1RM | 3 | 8-10 | 3/week |
| 5 | 60% of 1RM plus 5 lbs | 3 | 8-10 | 3/week |
| 6 | 60% of 1RM plus 5 lbs | 3 | 8-10 | 3/week |
| 7 | 60% of 1RM plus 10 lbs | 3 | 8-10 | 3/week |
| 8 | 60% of 1RM plus 10 lbs | 3 | 8-10 | 3/week |
| 9 | 60% of 1RM plus 10-20 lbs | 3 | 8-10 | 3/week |
| 10 | 60% of 1RM plus 10-20 lbs | 3 | 8-10 | 3/week |

300 Meter Run

To prepare for this test the participant will need to do interval training.

The **first step** is to time one's self for an all out effort at 110 yards. This is called the initial time or IT.

The **second step** is to divide the IT by .80 to get the starting training time. Then follow the schedule below:

| <u>Frequency</u> | <u>Week</u> | <u>Training Distance</u> | <u>Number of Times you Sprint Repetitions</u> | <u>Time for the sprint Training Time</u> | <u>Rest period between sprints Rest Time</u> |
|------------------|-------------|--------------------------|---|--|--|
| 1/week | 1 & 2 | 110 yards | 4 | .80 into IT | 2 min. |
| 1/week | 3 & 4 | 110 yards | 5 | .80 into IT minus 2-3 sec. | 2 min. |
| 1/week | 5 & 6 | 110 yards | 6 | .80 into IT minus 5-6 sec. | 2 min. |
| 1/week | 7 & 8 | 220 yards | 4 | .80 into IT times 2 | 2 min. |
| 2/week | 9 & 10 | 220 yards | 4 | .80 into IT times 2 minus 4 sec. | 2 min. |

1.5 Mile Run

To prepare for this test, the participant needs to gradually increase running endurances. The schedule below is a proven progressive routine. If applicable the participant may advance the schedule on a weekly basis and then proceed to the next level. If the distance can be accomplished in less time, then do so.

| <u>WEEK</u> | <u>ACTIVITY</u> | <u>DISTANCE</u> | <u>TIME</u> | <u>FREQUENCY</u> |
|-------------|-----------------|-----------------|-------------|------------------|
| 1 | Walk | 1 mile | 17-20 min. | 5/week |
| 2 | Walk | 1.5 mile | 25-29 min. | 5/week |
| 3 | Walk | 2 miles | 32-35 min. | 5/week |
| 4 | Walk | 2 miles | 28-30 min. | 5/week |
| 5 | Walk/jog | 2 miles | 27 min. | 5/week |
| 6 | Walk/jog | 2 miles | 26 min. | 5/week |
| 7 | Walk/jog | 2 miles | 25 min. | 5/week |
| 8 | Walk/jog | 2 miles | 24 min. | 5/week |
| 9 | Jog | 2 miles | 23 min. | 4/week |
| 10 | Jog | 2 miles | 22 min. | 4/week |
| 11 | Jog | 2 miles | 21 min. | 4/week |
| 12 | Jog | 2 miles | 20 min. | 4/week |